

Scope

This program applies to all active and eligible regular full-time employees of *CSG, QA, CIR, PIT & TDSP Relations*. Temporary personnel and/or contract workers assigned to these groups are not eligible to participate in this program. This program will be interpreted in accordance with applicable federal, state and/or local laws.

Summary

The 9-80 workweek redefines the workday and workweek to allow employees to have every other Friday or Monday off. Specifically, employees work 9-hour days (Monday – Thursday) and 8-hours days every other Friday or 9-hour days Tuesday – Friday and 8 hours days every other Monday. **Except for unforeseen emergencies, employees are expected to schedule personal business during off days.**

Beginning January 2004, *CSG, QA, CIR, PIT & TDSP Relations* will launch a pilot 9-80 workweek thru the end of May 2004. Expectations are to achieve the same or an improved level of performance during the program. Management reserves the right to terminate the 9-80 workweek and resume a normal schedule at any time.

Eligibility

All exempt and non-exempt employees of *CSG, QA, CIR, PIT & TDSP Relations* are eligible to participate in the 9-80 program. If an employee joins *CSG, QA, CIR, PIT or TDSP Relations* during the pilot, the employee is ineligible for the 9-80 schedule. Employees must elect to participate in the program by January 20, 2004. Applicants who elect to participate after this day will not be considered.

Basic Work Requirement

The basic work requirement for a 9-80 work schedule is the number of hours, excluding overtime hours, an employee is required to work or to account for by charging leave or otherwise:

- Exempt and non-exempt full-time employees are scheduled to work 80 hours in a biweekly period. This work must be scheduled for fewer than 10 days in a biweekly period.
- Personnel can expect in some instances to have to work on their scheduled day off due to emergency project needs or emergency circumstances. Management plans to respect the scheduled day off, but if needed employees will be expected to work when emergency situations arise.

Core Hours

The definition of Core Hours is the time period during the workday that employees must be at work. The following table outlines the Core Hours.

Friday-off 9-80 Option		
Start Time	End Time - 9 Hr Workday (Monday –Thursday)	End Time - 8 Hr Workday (Friday)
7:00 am	5:00 pm	4:00 pm and non-exempt employees take lunch before noon
7:30 am	5:30 pm	4:30 pm and non-exempt employees take lunch at 11:30 – 12:30
8:00 am	6:00 pm	5:00 pm and non-exempt employees and take lunch after noon

Monday-off 9-80 Option		
Start Time	End Time - 9 Hr Workday	End Time - 8 Hr Workday

	(Tuesday –Friday)	(Monday)
7:00 am	5:00 pm	4:00 pm and non-exempt employees take lunch before noon
7:30 am	5:30 pm	4:30 pm and non-exempt employees take lunch at 11:30 – 12:30
8:00 am	6:00 pm	5:00 pm and non-exempt employees and take lunch after noon

All employees who participate in the 9-80 program must arrive at work by their assigned start time and depart no earlier than their assigned end time on their 9-hour workdays. All employees who participate in the 9-80 program must arrive at work by their assigned start time and depart no earlier than their assigned end time on their 8-hour workdays. One hour is allotted for lunch. The supervisor must authorize overtime for non-exempt employees prior to the employee working any overtime hours.

9-80 Friday-off Transition Plan

For payroll purposes, those opting into the Friday-off 9-80 workweek will be required to follow a staged transition from a typical five day / 40 hour workweek. This transition requires that employees work the following schedule to ensure compliance with payroll policy. During week 1, all employees will work five 8-hour workdays. During week 2, fifty percent of employees will work four 10-hour days (Monday – Thursday). These employees will receive a day off on Friday of week 2. During week 3, these employees will work four 9-hour days (Monday – Thursday) and one 8-hour day (Friday). **The workweek for participants in the 9-80 program begins at 12:01 p.m. Friday and ends at 12:00 p.m. the following Friday.** The other fifty percent of employees will follow a similar schedule staggered by one week to ensure business coverage at all times. The following tables illustrate this structure.

Friday-off 9-80 Schedule – Group A

Week	Fri (after 12:00)	Sat	Sun	Mon	Tue	Wed	Thu	Fri (before 12:00)	Total
1				8	8	8	8	8	40
2				10	10	10	10	Off	40
3				9	9	9	9	4	40
4	4			9	9	9	9	Off	40
5				9	9	9	9		40
6	4			9	9	9	9	Off	40
7				9	9	9	9	4	40

Friday-off 9-80 Schedule – Group B

Week	Fri (after 12:00)	Sat	Sun	Mon	Tue	Wed	Thu	Fri (before 12:00)	Total
1				8	8	8	8	8	40
2				8	8	8	8	8	40
3				10	10	10	10	Off	40
4				9	9	9	9	4	40
5	4			9	9	9	9	Off	40
6				9	9	9	9	4	40
7	4			9	9	9	9	Off	40

9-80 Monday-off Transition Plan

Those eligible for and opting into the Monday-off 9-80 workweek will not be required to follow a staged transition from a typical five day / 40 hour workweek. As they roll out of the typical five day / 40 hour workweek, fifty percent of those on the 9-80 Monday-off schedule will be off Monday and work four 9-hour days (Tuesday – Friday). **The workweek for participants in the 9-80 Monday-off program begins at 12:01 p.m. Monday and ends at 12:00 p.m. the following Monday.** The other fifty percent of employees will follow a similar schedule staggered by one week to ensure business coverage at all times. The following tables illustrate this structure.

Friday-off 9-80 Schedule – Group A

Week	Mon (after 12:00)	Tue	Wed	Thu	Fri	Sat	Sun	Mon (before 12:00)	Total
1	8	8	8	8	8			Off	40
2	Off	9	9	9	9			4	40
3	4	9	9	9	9			Off	40

Friday-off 9-80 Schedule – Group B

Week	Mon (after 12:00)	Tue	Wed	Thu	Fri	Sat	Sun	Mon (before 12:00)	Total
1	8	8	8	8	8				40
2	8	8	8	8	8			Off	40
3	Off	9	9	9	9			4	40
4	4	9	9	9	9			Off	40

Overtime Work

Refer to Reliant Resources Overtime Pay Policy.

Hours worked: Hours worked, vacation days, jury duty, and designated Company holidays are considered as time worked. All other time away from the job (e.g., sick time, and personal days off, etc. with or without pay) is not considered as time worked.

Workweek: **The workweek for the employees who participate in the 9-80 Friday-off program begins at 12:01 p.m. Friday and ends at 12:00 p.m. the following Friday.** The following examples illustrate different scenarios where non-exempt employees receive overtime pay.

SAP Time Sheet Codes

- 5010 – Regular Time
- 5110 – Overtime x 1.5
- 5199 – Other Regular Time
- 8005 – Holiday
- 8015 – Illness

Examples:

9-80 Schedule Workweek Friday-Friday / No absences for workweek / Non-exempt employees

Example A

A/A	Fri (Off Day)	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
5010				9 hrs	9 hrs	9 hrs	9 hrs	4 hrs	40 hrs
Total				9 hrs	9 hrs	9 hrs	9 hrs	4 hrs	40 hrs

40 hours are paid at the regularly hourly rate.

Example B

A/A	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri (Off Day)	Total
5010	4 hrs			9 hrs	9 hrs	9 hrs	9 hrs		40 hrs
5110	2 hrs			2 hrs					4 hrs
Total	6 hrs			11 hrs	9 hrs	9 hrs	9 hrs		44 hrs

40 hours are paid at the regularly hourly rate and 4 hours are paid as overtime at 1.5 times the regularly hourly rate.

9-80 Schedule Workweek Friday–Friday / with Paid Time Off, e.g., Holiday, Vacation, or Jury Duty during workweek / Non-exempt employees

Example C

A/A	Fri (Off Day)	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
8005				9 hrs					9 hrs
5010					9 hrs	9 hrs	9 hrs	4 hrs	31 hrs
5110						2 hrs	2 hrs		4 hrs
Total				9 hrs	9 hrs	11 hrs	11 hrs	4 hrs	44 hrs

31 hours of regular time and 9 hours of holiday are paid at the regularly hourly rate and 4 hours are paid as overtime at 1.5 times the regularly hourly rate.

9-80 Schedule Workweek Friday - Friday / Illness, Funeral, Personal, etc during workweek / Non-exempt employees

Example D

A/A	Fri (Off Day)	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
5010				9 hrs	9 hrs	9 hrs	9 hrs		36 hrs
8015								4 hrs	4 hrs
5199							4 hrs		4 hrs
Total				9 hrs	9 hrs	9 hrs	13 hrs	4 hrs	44 hrs

40 hours are paid at the regular hourly rate (5010 36 hours + 5199 4 hours) and 4 hours of illness are paid at the regular hourly rate.

Example E

A/A	Fri (Off Day)	Sat	Sun	Mon	Tue	Wed	Thu	Fri (Off Day)	Total
5010				9 hrs	9 hrs	9 hrs	9 hrs		36 hrs
8015	4 hrs								4 hrs
5199				1 hr	1 hr	1 hr	1 hr		4 hrs
Total	4 hrs			10 hrs	10 hrs	10 hrs	10 hrs		44 hrs

40 hours are paid at the regular hourly rate (5010 36 hours + 5199 4 hours) and 4 hours of illness are paid at the regular hourly rate.

9-80 Schedule Workweek Friday - Friday / Illness, etc during workweek and works > 40 hours / Non-exempt employees
Example F

A/A	Fri (Off Day)	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
5010				9 hrs	9 hrs	9 hrs	9 hrs		36 hrs
8015								4 hrs	4 hrs
5199					2 hrs	2 hrs			4 hrs
5110							4 hrs		4 hrs
Total				9 hrs	11 hrs	11 hrs	13 hrs	4 hrs	48 hrs

40 hours are paid at the regular hourly rate (5010 36 hours + 5199 4 hours), 4 hours of illness are paid at the regular hourly rate and 4 hours of overtime are paid at 1.5 times the regular hourly rate.

Example G

A/A	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri (Off Day)	Total
5010				9 hrs	9 hrs	9 hrs	9 hrs		36 hrs
8015	4 hrs								4 hrs
5199				1 hr	1 hr	2 hrs			4 hrs
5110							2 hrs		2 hrs
Total	4 hrs			10 hrs	10 hrs	11 hrs	11 hrs		46 hrs

40 hours are paid at the regular hourly rate (5010 36 hours + 5199 4 hours), 4 hours of illness are paid at the regular hourly rate and 2 hours of overtime are paid at 1.5 times the regular hourly rate.

Vacation Policy

Refer to Reliant Resources Vacation Policy.

Vacation hours will be deducted based on the 9-80 schedule for the employee.

Example: An employee who is scheduled for an off day on Friday, November 7 requests vacation for Thursday, November 6. Nine hours are deducted from this employee's vacation allowance since the employee was scheduled to work nine hours. Another employee who is scheduled to work on Friday, November 7 requests vacation for Friday, November 9. Eight hours are deducted from this employee's vacation allowance since the employee was scheduled to work eight hours.

Holiday Policy

Refer to Reliant Resources Holiday Policy.

If an employee is scheduled for a day off on Good Friday, the employee will take holiday on Thursday with Friday remaining as a off day. They will be charged nine hours for the holiday ***Employees who opt for the 9-80 work schedule must forfeit part or all of their personal holiday to eliminate payroll inconsistencies.***

Example: Using the 2004 Holiday Schedule

Holiday	Day of Week	Date	5-40 View	9-80 Friday Group A View	9-80 Friday Group B View
New Year's Day	Thursday	January 1, 2004	8 hours	8 hours	8 hours
Day after New Year	Friday	January 2, 2004	8 hours	8 hours	8 hours
Good Friday	Friday	April 9, 2004	8 hours	9 hours	8 hours
Memorial Day	Monday	May 31, 2004	8 hours	9 hours	9 hours
Day after Independence Day	Monday	July 5, 2004	8 hours	8 hours	8 hours
Labor Day	Monday	September 6, 2004	8 hours	8 hours	8 hours
Thanksgiving Day	Thursday	November 25, 2004	8 hours	8 hours	8 hours
Day after Thanksgiving	Friday	November 26, 2004	8 hours	8 hours	8 hours
Christmas Eve Day	Friday	December 24, 2004	8 hours	8 hours	8 hours
Floating Holiday*			8 hours	6 hours	7 hours
		Total	80 hours	80 hours	80 hours

Column 4 presents how SAP Payroll calculates holiday time off for a 5-40 work schedule. Columns 5 and 6 present how SAP Payroll calculates holiday time off for a 9-80 work schedule.

Paid Sick Time Policy

Refer to Reliant Resources Leave Related to Illness / Disability Policy.

Sick time hours will be deducted based on the 9-80 schedule for the employee.

Example: An employee takes sick leave on Thursday, November 6. Nine hours are deducted from this employee's sick time allowance since the employee was scheduled to work nine hours. Another employee takes sick leave on Friday, November 7. This employee is scheduled to work on Friday, November 7. Eight hours are deducted from this employee's sick time allowance since the employee was scheduled to work eight hours.

Application for 9-80 Pilot

If an employee wishes to participate in the program, they should inform their supervisor by January 20, 2004. The table identifies employees by group. The following calendar indicates typical work schedules for 9-80 Friday-off, Groups A and B.

**9-80 Friday-off
Calendar for 2004**

Group A 4-10 Week

A

Group B 4-10 Week

B

January 2004

Group A Off Day

A

Group B Off Day

B

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2004

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2004

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2004

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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May 2004

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

The following calendar indicates typical work schedules for 9-80 Monday-off, Groups A and B.

*9-80 Monday-off
Calendar for 2004*

Group A Off

A

Group B Off

B

January 2004

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2004

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2004

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2004

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2004

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Termination from 9-80 Program

If an employee chooses to end participation during the program, they must inform their supervisor of their request. The employee will return to a normal schedule after their next off day.

Example: An employee requests cancellation on Wednesday, November 5. The next off day for the employee is Friday, November 14. The employee will resume working the five 8-hour day schedule on Monday, November 17.

Program Evaluation:

Expectations are to achieve the same or an improved level of performance on this new schedule. Management reserves the right to terminate the 9-80 workweek and resume a normal schedule at any time.

Abuse of Program

The 9-80 workweek is a privilege, not a right. The Company is built on integrity, trust, and performance – these traits underpin the success of this initiative. Abuse of this Program will result in termination of the program.

Reservation of Rights

Management reserves the right to interpret, modify, or revise this program, in whole or in part as necessary.

Program Administration

Human resources will be responsible for the interpretation of this program.